



DEPARTMENT OF PUBLIC SOCIAL SERVICES

BUREAU OF SPECIAL OPERATIONS

Number:
4484

Date:
11/02/2004

ADMINISTRATIVE DIRECTIVE

SUBJECT: NATIONWIDE PRISONER

REFERENCE: All County Letter No. 00-10, Dated January 2, 2000
All County Letter No. 00-10, Dated March 15, 2004

SPECIAL ATTENTION:

☒ CalWORKs ☒ General Relief ☒ Food Stamps

I. PURPOSE/BACKGROUND

This Administrative Directive releases procedures for processing the Nationwide Prisoner Match (NPM). On April 1, 2004, the California Department of Social Services (CDSS) began producing and forwarding the NPM to the counties monthly rather than the previous policy of twice yearly. In addition, the NPM has been modified to reduce or eliminate unproductive data. Effective June 2004, the NPM replaced the Jail Reporting System (JRS) match.

The NPM was mandated by the Federal Balanced Budget Act of 1997 (Public Law 105-33), signed August 5, 1997. This Act requires states to establish a system to identify and ensure that an individual incarcerated in a federal, state or local penal, correctional or other detention facility for more than 30 days does not retain status as an eligible member of a Food Stamp household.

The law allows states to use prisoner information collected by the Social Security Administration (SSA) Prisoner Update Program System (PUPS) for this match. CDSS has opted to use the PUPS information. The PUPS data is matched against the Food Stamp and CalWORKs recipient database to determine if an incarcerated person is currently receiving assistance. The initial match criteria is the Social Security Number (SSN). A secondary match using name, any known alias, date of birth and gender is used when the SSN does not agree.

II. POLICY

CDSS forwards the NPM manifest and abstracts (Attachment I) to the Welfare Fraud Prevention and Investigations Section (WFP&I). The NPM information is only a fraud indicator and the information must be verified before action to terminate or reduce benefits is taken.

III. PROCEDURES

A. Welfare Fraud Investigator (WFI)

Upon receipt of the NPM manifest and abstracts, the WFI shall:

1. Annotate the manifest to reflect the date the NPM was received.
2. Review the LEADER ***Inquiry, Case Profile*** screen to determine if the individual is currently receiving assistance.
3. Review the LEADER ***Data Collection, Case Comments*** screen to determine if the person in question was reported out of the home.
4. If LEADER shows the individual is not currently aided, the WFI shall:
 - a. Determine the date aid was terminated.
 - b. Review the abstract to determine the date of incarceration.
 - c. Compare the date aid was terminated with the incarceration date.
 - d. If aid was terminated prior to the incarceration date or the first of the month following the 10-day notification:
 - Attach a LEADER printout to the abstract.
 - Annotate the abstract and the NPM manifest as Negative – Administrative Disposition.
 - Retain manifest and abstracts for 1 year.
 - e. If LEADER shows the individual is aided, but was reported out of the home, the WFI shall document LEADER ***Case Comments***, initiate a ***Future Action Control (FAC), User Control Request***, and complete a WFP&I 23 per existing procedures to advise the EW to take appropriate action.
 - Attach a LEADER printout to the abstract.
 - Annotate the abstract and the NPM manifest as Negative – Agency Error.
 - Retain manifest and abstracts for 1 year.
5. If LEADER shows the individual remains aided, the WFI shall:
 - a. Review the abstract to determine the incarceration date and/or release date.
 - b. Compare the approval date with the date of incarceration and/or release date.

III. PROCEDURES - Welfare Fraud Investigator (Continued)

- c. If the release date is prior to the application date, the WFI shall:
 - Attach a LEADER printout to the abstract.
 - Annotate the abstract and the NPM manifest as Negative – Administrative Disposition.
 - Retain manifest and abstracts for 1 year.
6. If aid was approved prior to the incarceration date, **the potential for fraud exists**. The WFI shall:
 - a. Initiate a LEADER Fraud Referral for all “Potential Fraud” NPM matches.
 - b. Complete a Facts Input Document (FID) to open an investigation on MAPPER.
 - c. Determine if the person remains incarcerated or the release date by contacting the incarcerating agency as follows:
 - Telephone the incarcerating agency; or
 - Initiate a WFP&I 455 (Attachment II), along with a completed WFP&I 455A (Attachment III); or
 - WFP&I 455B (Attachment IV) for inmates of LA County Jail System; or
 - Access the incarcerating agency’s website, if available.
7. If the WFI has not received a response from the incarcerating agency within 30 days, the WFI shall:
 - a. Document LEADER **Case Comments**, initiate a **FAC**, and complete a WFP&I 23 per existing procedures advising the EW to reevaluate eligibility.
 - b. Print a copy of the **FAC** and attach it to the NPM Abstract.
 - c. Control for disposition from district within 45 days of initiation of **FAC**.
8. Upon confirmation from the incarcerating agency that the individual remains in custody, the WFI shall:
 - a. Document LEADER **Case Comments**, initiate a **FAC**, and complete a WFP&I 23 per existing procedures advising the EW to reevaluate eligibility.
 - b. Include the NPM Run Date on the **FAC**.
 - c. Control for disposition from the EW within 45 days of the **FAC**.

III. PROCEDURES - Welfare Fraud Investigator (Continued)

- d. If no disposition is received from the district, the WFI shall:
 - Send a second notice to district 45 days after initial WFP&I 23 was sent.
 - Annotate log with date of second request.
 - Follow existing procedures for notifying the District Fraud Liaison when a disposition is not received.
9. When the case disposition is received from the EW, the WFI shall:
 - a. Review LEADER ***Inquiry, Case Profile*** screens to confirm corrective action was taken on **Positive** findings.
 - b. Print and attach all LEADER screens needed to complete the monthly cost avoidance report.
 - c. Annotate the NPM log/manifest with the investigation results and the date aid was terminated or reduced.
 - d. Compute the overpayment/overissuance per existing procedures.
 - e. Close the investigation on LEADER and MAPPER as appropriate.

Note: Accurate controls must be maintained.
10. Complete Monthly Report (Attachment V), including the following:
 - a. The total number of NPM's received.
 - b. The total number of cases with aid reduced.
 - c. The total number of cases terminated.

B. Eligibility Worker (EW)

1. Upon receipt of the WFP&I 23 and **FAC** the EW shall:
 - a. Review the case record to determine if the incarcerated person is aided in the AU.
 - b. If the incarcerated person is not aided or the case was previously terminated for another reason, advise WFP&I by completing the bottom portion of the WFP&I 23 and a **FAC** response within 15 working days.
 - c. If the incarcerated person is currently aided, initiate appropriate action to terminate aid or delete the incarcerated person from the AU per existing procedures for Cash and Food Stamps.

III. PROCEDURES - Eligibility Worker (Continued)

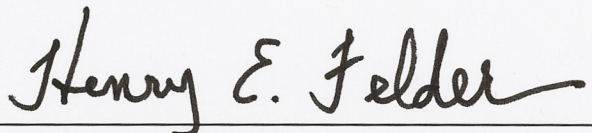
- d. Respond to the WFP&I 23 and **FAC** advising WFP&I that the appropriate action was taken. The NPM run date must be included on the response.
- e. If the incarcerated person contests the action, contact WFP&I. The WFI will contact the incarcerating agency to confirm the incarceration and/or release date.
- f. Follow existing procedures for initiating a Participant/Household error on LEADER **Benefit Recovery**.

C. DISTRICT FRAUD LIAISON

Upon receipt of the WFP&I 23 and **FAC** from WFP&I, the District Fraud Liaison shall:

1. Determine if the EW has taken the appropriate action.
2. If the appropriate action has not been initiated, control to ensure that the EW takes the appropriate action and responds to WFP&I.
3. Advise WFP&I if the case has been terminated and/or the incarcerated person deleted from the AU.
4. If no action was taken, advise WFP&I of the reason negative action was not appropriate.

Questions regarding this directive should be directed to your immediate supervisor.



Henry E. Felder, Director
Bureau of Special Operations

Approval: [X] BSO [X] BPP [X] BAS [X] BWS

HEF:GJ:LE:mh

Attachments

AD NPM

-----	PRISONER NAME	-----	P.P.S.	PRISONER	CONFINEMENT	RELEASE	REPORT
	DANIEL	L	S S N	ID#	DATE	DATE	DATE
					05/02/1966	M	09/13/2000
							00/00/0000
							01/05/2000
FACILITY TYPE / DESCRIPTION	NAME	DEPARTMENT OF CORRECT	ADDRESS	SUITE	CITY	STATE	
01 - STATE PRISON	COLORADO	2862 S	CIRCLE DR	40	COLORADO	SPRINGS	CO
		0					

PRISONER REPORTER NAME : COLORADO DEPT OF CORRECTIONS

S	N	V	C	D.O.B.	SEX	ETHNIC CODE	CO	AID CASE NO	F B	PER NO	DIST	WORKER	CASE NAME
J			DANIEL	05/02/1966	M	3	19	90	1	01	000		

AN 2003 FEB 2003 MAR 2003 APR 2003 MAY 2003 JUNE 2003 JUL 2003 AUG 2003 SEP 2003 OCT 2003 NOV 2003 DEC 2003 JAN 2004 FEB 2004 MAR 2004 APR 2004 MAY 2004 JUNE 2004 JUL 2004 AUG 2004 SEP 2004 OCT 2004 NOV 2004 DEC 2004 JAN 2005 FEB 2005 MAR 2005 APR 2005 MAY 2005 JUNE 2005 JUL 2005 AUG 2005 SEP 2005 OCT 2005 NOV 2005 DEC 2005 JAN 2006 FEB 2006 MAR 2006 APR 2006 MAY 2006 JUNE 2006 JUL 2006 AUG 2006 SEP 2006 OCT 2006 NOV 2006 DEC 2006 JAN 2007 FEB 2007 MAR 2007 APR 2007 MAY 2007 JUNE 2007 JUL 2007 AUG 2007 SEP 2007 OCT 2007 NOV 2007 DEC 2007 JAN 2008 FEB 2008 MAR 2008 APR 2008 MAY 2008 JUNE 2008 JUL 2008 AUG 2008 SEP 2008 OCT 2008 NOV 2008 DEC 2008 JAN 2009 FEB 2009 MAR 2009 APR 2009 MAY 2009 JUNE 2009 JUL 2009 AUG 2009 SEP 2009 OCT 2009 NOV 2009 DEC 2009 JAN 2010 FEB 2010 MAR 2010 APR 2010 MAY 2010 JUNE 2010 JUL 2010 AUG 2010 SEP 2010 OCT 2010 NOV 2010 DEC 2010 JAN 2011 FEB 2011 MAR 2011 APR 2011 MAY 2011 JUNE 2011 JUL 2011 AUG 2011 SEP 2011 OCT 2011 NOV 2011 DEC 2011 JAN 2012 FEB 2012 MAR 2012 APR 2012 MAY 2012 JUNE 2012 JUL 2012 AUG 2012 SEP 2012 OCT 2012 NOV 2012 DEC 2012 JAN 2013 FEB 2013 MAR 2013 APR 2013 MAY 2013 JUNE 2013 JUL 2013 AUG 2013 SEP 2013 OCT 2013 NOV 2013 DEC 2013 JAN 2014 FEB 2014 MAR 2014 APR 2014 MAY 2014 JUNE 2014 JUL 2014 AUG 2014 SEP 2014 OCT 2014 NOV 2014 DEC 2014 JAN 2015 FEB 2015 MAR 2015 APR 2015 MAY 2015 JUNE 2015 JUL 2015 AUG 2015 SEP 2015 OCT 2015 NOV 2015 DEC 2015 JAN 2016 FEB 2016 MAR 2016 APR 2016 MAY 2016 JUNE 2016 JUL 2016 AUG 2016 SEP 2016 OCT 2016 NOV 2016 DEC 2016 JAN 2017 FEB 2017 MAR 2017 APR 2017 MAY 2017 JUNE 2017 JUL 2017 AUG 2017 SEP 2017 OCT 2017 NOV 2017 DEC 2017 JAN 2018 FEB 2018 MAR 2018 APR 2018 MAY 2018 JUNE 2018 JUL 2018 AUG 2018 SEP 2018 OCT 2018 NOV 2018 DEC 2018 JAN 2019 FEB 2019 MAR 2019 APR 2019 MAY 2019 JUNE 2019 JUL 2019 AUG 2019 SEP 2019 OCT 2019 NOV 2019 DEC 2019 JAN 2020 FEB 2020 MAR 2020 APR 2020 MAY 2020 JUNE 2020 JUL 2020 AUG 2020 SEP 2020 OCT 2020 NOV 2020 DEC 2020 JAN 2021 FEB 2021 MAR 2021 APR 2021 MAY 2021 JUNE 2021 JUL 2021 AUG 2021 SEP 2021 OCT 2021 NOV 2021 DEC 2021 JAN 2022 FEB 2022 MAR 2022 APR 2022 MAY 2022 JUNE 2022 JUL 2022 AUG 2022 SEP 2022 OCT 2022 NOV 2022 DEC 2022 JAN 2023 FEB 2023 MAR 2023 APR 2023 MAY 2023 JUNE 2023 JUL 2023 AUG 2023 SEP 2023 OCT 2023 NOV 2023 DEC 2023 JAN 2024 FEB 2024 MAR 2024 APR 2024 MAY 2024 JUNE 2024 JUL 2024 AUG 2024 SEP 2024 OCT 2024 NOV 2024 DEC 2024 JAN 2025 FEB 2025 MAR 2025 APR 2025 MAY 2025 JUNE 2025 JUL 2025 AUG 2025 SEP 2025 OCT 2025 NOV 2025 DEC 2025 JAN 2026 FEB 2026 MAR 2026 APR 2026 MAY 2026 JUNE 2026 JUL 2026 AUG 2026 SEP 2026 OCT 2026 NOV 2026 DEC 2026 JAN 2027 FEB 2027 MAR 2027 APR 2027 MAY 2027 JUNE 2027 JUL 2027 AUG 2027 SEP 2027 OCT 2027 NOV 2027 DEC 2027 JAN 2028 FEB 2028 MAR 2028 APR 2028 MAY 2028 JUNE 2028 JUL 2028 AUG 2028 SEP 2028 OCT 2028 NOV 2028 DEC 2028 JAN 2029 FEB 2029 MAR 2029 APR 2029 MAY 2029 JUNE 2029 JUL 2029 AUG 2029 SEP 2029 OCT 2029 NOV 2029 DEC 2029 JAN 2030 FEB 2030 MAR 2030 APR 2030 MAY 2030 JUNE 2030 JUL 2030 AUG 2030 SEP 2030 OCT 2030 NOV 2030 DEC 2030 JAN 2031 FEB 2031 MAR 2031 APR 2031 MAY 2031 JUNE 2031 JUL 2031 AUG 2031 SEP 2031 OCT 2031 NOV 2031 DEC 2031 JAN 2032 FEB 2032 MAR 2032 APR 2032 MAY 2032 JUNE 2032 JUL 2032 AUG 2032 SEP 2032 OCT 2032 NOV 2032 DEC 2032 JAN 2033 FEB 2033 MAR 2033 APR 2033 MAY 2033 JUNE 2033 JUL 2033 AUG 2033 SEP 2033 OCT 2033 NOV 2033 DEC 2033 JAN 2034 FEB 2034 MAR 2034 APR 2034 MAY 2034 JUNE 2034 JUL 2034 AUG 2034 SEP 2034 OCT 2034 NOV 2034 DEC 2034 JAN 2035 FEB 2035 MAR 2035 APR 2035 MAY 2035 JUNE 2035 JUL 2035 AUG 2035 SEP 2035 OCT 2035 NOV 2035 DEC 2035 JAN 2036 FEB 2036 MAR 2036 APR 2036 MAY 2036 JUNE 2036 JUL 2036 AUG 2036 SEP 2036 OCT 2036 NOV 2036 DEC 2036 JAN 2037 FEB 2037 MAR 2037 APR 2037 MAY 2037 JUNE 2037 JUL 2037 AUG 2037 SEP 2037 OCT 2037 NOV 2037 DEC 2037 JAN 2038 FEB 2038 MAR 2038 APR 2038 MAY 2038 JUNE 2038 JUL 2038 AUG 2038 SEP 2038 OCT 2038 NOV 2038 DEC 2038 JAN 2039 FEB 2039 MAR 2039 APR 2039 MAY 2039 JUNE 2039 JUL 2039 AUG 2039 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JAN 2058 FEB 2058 MAR 2058 APR 2058 MAY 2058 JUNE 2058 JUL 2058 AUG 2058 SEP 2058 OCT 2058 NOV 2058 DEC 2058 JAN 2059

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C0 19	C0 00	C0 00	C0 00	C0 19	C0 00	C0 00	C0 00	C0 00	C0 00	C0 00	C0 00

***** CONFIDENTIAL INFORMATION *****

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
 Tel (562) 908-8400 • Fax (562) 908-0459



BRYCE YOKOMIZO
 Director



Date:

(Address Field)
 (Address Field)
 (Address Field)
 (Address Field)

Board of Supervisors
 GLORIA MOLINA
 First District

YVONNE B. BURKE
 Second District

ZEV YAROSLAVSKY
 Third District

DON KNABE
 Fourth District

MICHAEL D. ANTONOVICH
 Fifth District

Please advise the Department of Public Social Services, Welfare Fraud Prevention & Investigations Section, ORI # CA019A600, of the current status of the inmate(s) named on the attached Request for Incarceration Status form(s).

The Code of Federal Regulations (7CFR273.1[a]) amended as a result of the Federal Balanced Budget Act of 1997 (Public Law 105-33) requires states to verify the status of individuals listed on the Social Security Administration, Prisoner Update Program System (PUPS). The California Department of Social Services uses this data to provide a Nationwide Prisoner Match. The inmate listed on the attached form(s) was identified as incarcerated in your facility as a result of this match.

We are requesting that you return the enclosed form(s) indicating the current status of the inmate via U. S. mail to:

Welfare Fraud Prevention & Investigations Section
 12000 S. Hawthorne Blvd.
 Hawthorne, CA 90250

If you prefer, you may fax your response to (310) 263-2640. Please contact Hector Gomez, Human Services Administrator I at (310) 349-4504 if you have any questions.

Sincerely,

Luther Evans, Director
 Welfare Fraud Prevention & Investigations Section

LE:HG:mh

Attachments

WFP&I 455 (Rev 7/06/04)



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION
12000 S. Hawthorne Blvd.
Hawthorne, California 90250
Fax: (310) 263-2640

Date:

REQUEST FOR INMATE STATUS

INMATE INFORMATION:

LIST DATE:

Name of Inmate:	SSN #		
D.O.B.	CIN#		
Prisoner ID #:	Confinement Date(s):		
	From:	To:	
	From:	To:	
	From:	To:	
Welfare Fraud Investigator's Name:	File #	Telephone:	

This section is to be completed by the incarcerating facility:

Currently Incarcerated: ☐ Yes Confinement Date: _____
☐ No Release Date: _____

Comments:

Correctional Facility's Name and Address:

Completed By:	Title:	Telephone:	Date:
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Please complete one copy of this form and return to: Los Angeles County Department of Public Social Services, Welfare Fraud Prevention & Investigations Section, 12000 S. Hawthorne Blvd., Hawthorne, CA 90250.

NATIONWIDE PRISONER MATCH MONTHLY REPORT

ATTACHMENT V

Unit: _____ WFI File #: _____ Report Month/Year: _____

No.	MATCHES	CalWORKs	PA Food Stamps	NA Food Stamps	General Relief	Total
1.	New Matches received in Report Month					
	A. Number of cases with Inmate currently Aided on LEADER					
	B. Number of cases with inmate not currently aided on LEADER					
2.	Number of matches Disposed of as Negative – Administrative Disposition.					
3.	Total New Matches on hand					
	INVESTIGATIONS					
1.	Matches carried over From previous month (#8 from prior month)					
2.	Number of NEW Investigations opened					
3.	Number of Inquiries sent to incarcerating agencies via WFP&I 455A or 455B					
4	Number of inmates whose status has been confirmed by incarcerating agencies (verifying inmate's current incarceration or release date.)					
	A. Number verified via returned WFP&I 455A or WFP&I 455B					
	B. Number verified via telephone call to Incarcerating Agency					
	C. Number verified via incarcerating agency website					
5.	Number of district notifications sent via FAC					
6.	Number of responses received from Districts (Number A plus B plus C below)					
	A. Number of cases with benefits reduced					
	B. Number of cases with benefits discontinued					
	C. Number of cases with No Action Necessary/Taken					
7.	Total Number of investigations disposed of (# 4 plus 9 A plus 9 B plus 9 C plus 10)					
8.	Total Nationwide Prisoner Matches remaining					
	End of Month (# 1 minus # 7)					